eRecruit for Authorizers

September 1, 2005
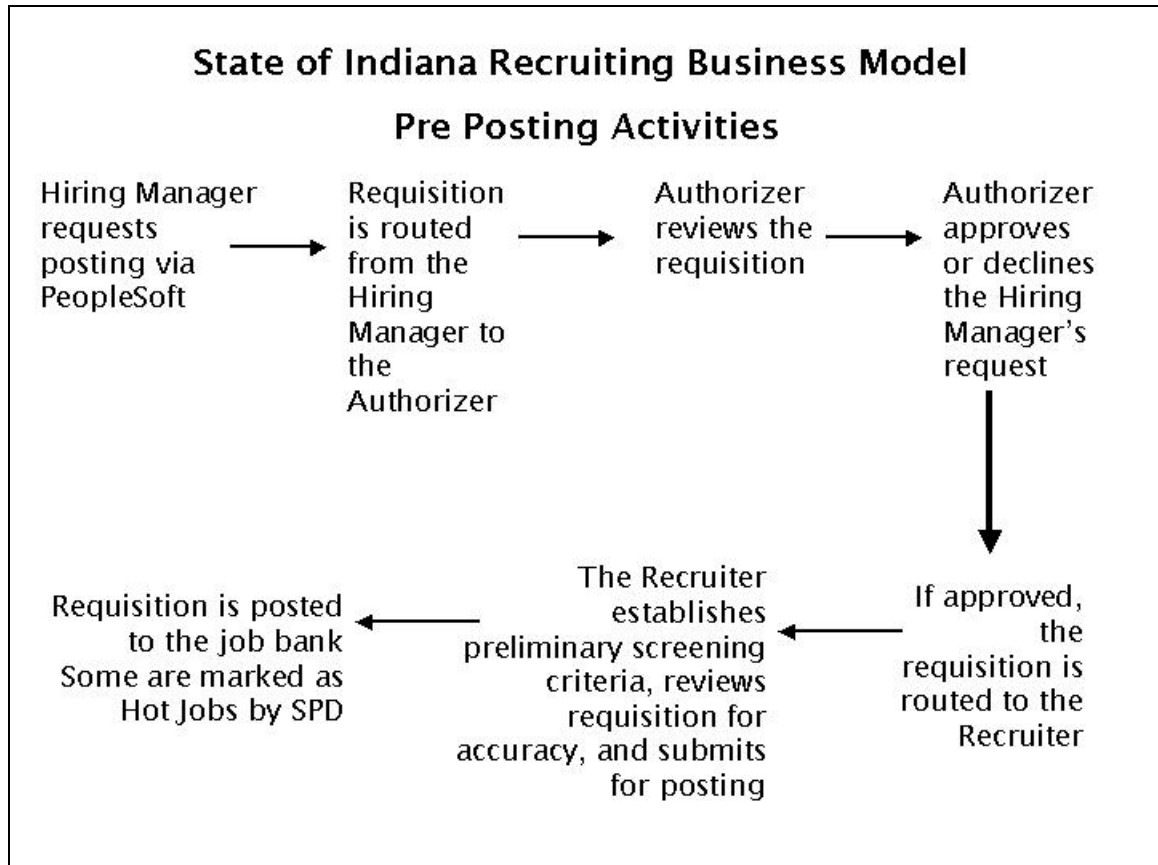
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SPD eRecruit Business Model

Pre Posting Activities

State of Indiana Recruiting Business Model
Pre Posting Activities

Hiring Manager requests posting via PeopleSoft → Requisition is routed from the Hiring Manager to the Authorizer → Authorizer reviews the requisition → Authorizer approves or declines the Hiring Manager's request

↓

If approved, the requisition is routed to the Recruiter → The Recruiter establishes preliminary screening criteria, reviews requisition for accuracy, and submits for posting → Requisition is posted to the job bank Some are marked as Hot Jobs by SPD

Applicant Activities

State of Indiana Recruiting Business Model
Applicant Activities

Applicants view and apply to job postings → PeopleSoft screens applicants based on preliminary screening criteria and routes applicants to the Recruiter → Recruiter reviews applicants and routes them to the Hiring Manager for review ↓

Interview evaluations are entered by Team Members and routed to the Hiring Manager ← Hiring Manager schedules and conducts interviews ← Hiring Manager reviews routed applicants and chooses several to interview

Post Interview Activities

State of Indiana Recruiting Business Model
Post Interview Activities

Hiring Managers review routed evaluations The preferred candidate is sent to the Recruiter ⟶ Recruiter reviews selected candidate and completes background check if necessary

If candidate accepts the offer, they are hired using current PeopleSoft data entry methods ⟵ Offer is made to the candidate by the Recruiter

Advantages of eRecruit

Advantages

- Removed paper application data entry

- Hiring Managers have an active role in the recruitment process

- Electronic scoring system for Merit Minimum Qualifications

- Central repository for interview evaluations

- Accurate record of recruiting activities

Authorizing Requisitions

Approving/Declining Submitted Requisitions

Procedure

Authorizers will be notified via e-mail or their worklist when requisitions are ready to be authorized. As your agency's authorizer you must ensure that any pre-posting policies have been addressed and approved (ex. approval for an above minimum salary request). Hiring Managers may or may not have completed the entire 10-page requisition. The Recruiter will be responsible for editing the requisition before it posts to the job bank. The following lesson illustrates how to access requisitions via manager self service for approval/denial.
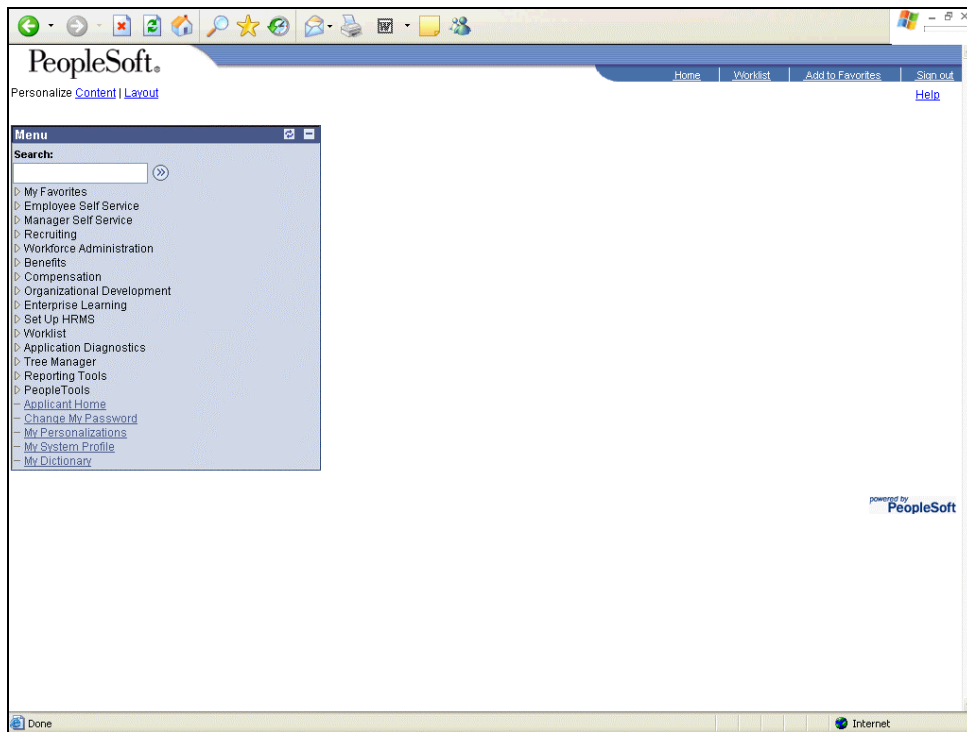
Step	Action
1.	Click the **Manager Self Service** link. ▷ Manager Self Service
2.	Click the **Recruiting Activities** link. ▷ Recruiting Activities
3.	Click the **Recruiting Activities Home** link. Recruiting Activities Home

Step	Action
4.	Click the **Job Requisitions** link. Job Requisitions

Step	Action
5.	Click the requisition number to view the requisition to be approved. Example: Click the **044099** link. 044099

Step	Action
6.	Check page 1 of the requisition for accuracy.
	Scroll to the bottom of the page.

Step	Action
7.	Click the **Next** button.

Step	Action
8.	Review page two; when finished, click the **Next** button.

Step	Action
9.	Review page three; when finished, click the **Next** button. Next

State of Indiana
PeopleSoft

Step	Action
10.	Review page four; when finished, click the **Next** button.

Step	Action
11.	Review page five. Use the Preview Entire Posting button to see what the posting will look like when posted to the job bank. When finished, click the **Next** button. ![Next]

Step	Action
12.	Review page six; when finished, click the **Next** button. Next

Step	Action
13.	Review page seven; when finished, click the **Next** button. ![Next]

Step	Action
14.	Review page eight. Remember to scroll to the bottom of the page. Note: Screening questions may or may not have been entered at this stage. If not, they will be entered by the Recruiter after you have authorized the requisition.

Step	Action
15.	When finished, click the **Next** button.

Step	Action
16.	Scroll to the bottom of the page to view the entire requisition summary.

Step	Action
17.	Click the **Next** button to move to the next page. Next

Step	Action
18.	Click in the **Comment** field.
19.	Enter comments into the **Comment** field if desired. Enter "**Type comments here**".
20.	Click the **Approve** button to approve the requisition or click the Deny button to deny the request.
21.	The hiring manager and recruiter will be able to view the comments and action taken with the submitted requisition. **End of Procedure.**